

Landlord Notification:

What is the Landlord Notification Program?

- A computer-generated e-mail notification to landlords/property managers of police calls to their property(s).

How does a landlord/property manager sign-up to receive the e-mail notifications?

- Send a request to landlordnotification@duluthmn.gov and provide your e-mail address
- You will also be asked to provide your City of Duluth Rental License number, name, contact address, phone number and address(s) of property(s) you own or manage
- You are only allowed to receive e-mail notifications pertaining to property(s) you own or manage

What does an e-mail notification mean?

- This is a notification that a 911 call has occurred at your property.
- Only nuisance-type calls are enforceable under the CFMH Ordinance (examples: loud music, disturbances, disorderly conduct, alcohol/drug incidents, fights)

If I receive an e-mail notification, is that the same as getting a “first strike” in reference to the CFMH ordinance?

- No, this is not a “first strike notification” under the CFMH ordinance.
- Nuisance calls are reviewed by the police department. If the review determines that the property is a nuisance property, the police department may issue a formal “first letter of notification” that the CFMH Ordinance has been violated. The letter will be sent to the landlord/property manager. A third letter of notification of a nuisance property may result in a rental license being suspended or revoked.

What is the recommended process after receiving an e-mail notification?

- Contact your tenant and ask them about the police call to their residence
- Discuss the Crime Free/Drug Free Addendum they signed, and their failure to comply with it
- Discuss the City's Crime Free Multi-Housing Ordinance and their responsibilities as tenants
- Discuss the expectation that there be no further nuisance-type calls to their residence

How do I get a police report regarding an e-mail incident?

- Contact the Duluth Police Department Records Support Unit at 730-5590 (or)
- Stop at Duluth Police Headquarters at 411 W. 1st St. Go to the Record Support Unit window on the ground floor and make your request
- Because of the large number of rental units in the City, there is potential for a significant number of requests for information/reports to come into the Record Support Unit.
- Landlords and property managers are asked to limit the number of requests to those that are absolutely necessary
- Requests for information must be made in person or in writing to the Record Support Unit, and may take up to 10 business days for a response. Volume of requests will dictate the response time
- Copies of police reports are available for 25 cents per page. If research is required, the requester may be charged an additional hourly fee

What will the e-mail notification disclose regarding incidents at my property?

- All data that is considered "Public Record" to include date, time, type of incident and disposition code of the incident.

What will not be disclosed?

- Data that is considered "private data" under Minnesota State Statute

What do the 'Disposition Codes' mean on the e-mail notifications?

- This is a code used by the police department to indicate the end result of the call. (Common examples include AST=Assist; DTX=Detox; MOR=Matter of Record; RPT=Report; ADV=Advised; JAIL=Jail; REP=Reprimand; TAG=Citation Issued, among others)